

Termination of Employment Due to Data Breach Violation

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal notification of the termination of your employment with [Your Company Name], effective immediately, due to a serious violation of our data security policies.

On [date of incident], your actions led to a breach of sensitive company data, which is a direct violation of our data protection protocols outlined in the employee handbook. This incident has raised significant concerns regarding the security of our information systems and has put the company at risk.

Your final paycheck will be processed and sent to you, along with any remaining benefits documentation. Please return any company property, including keys, ID badges, and electronic devices, by [return date].

If you have any questions regarding your final compensation or the return of company property, please reach out to our HR department at [HR contact information].

We regret that it has come to this conclusion, but the security of our data and the trust of our clients must remain our highest priority.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]